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Beyond Books 2: Cataloging Archival Materials

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Beyond Books 2: Cataloging Archival Materials

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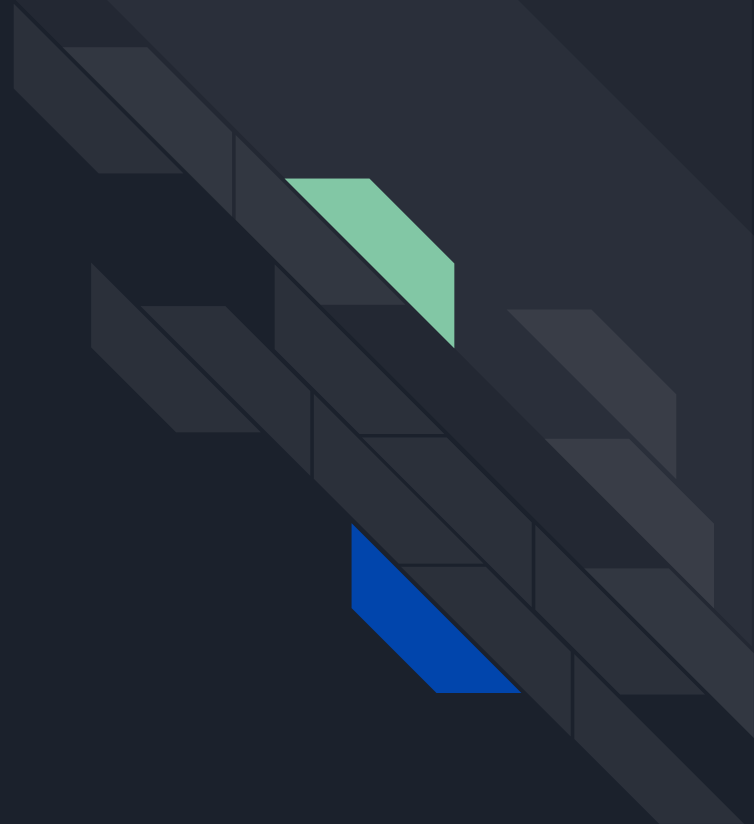


Schedule

1:30	Introduction to Archival Cataloging
1:35	Manuscripts
2:00	Photographs
2:25	Questions
2:30	<i>Break</i>
2:45	Audio/Oral Histories
3:10	Video
3:35	Multi-Format
3:40	Final Questions & Wrap-Up

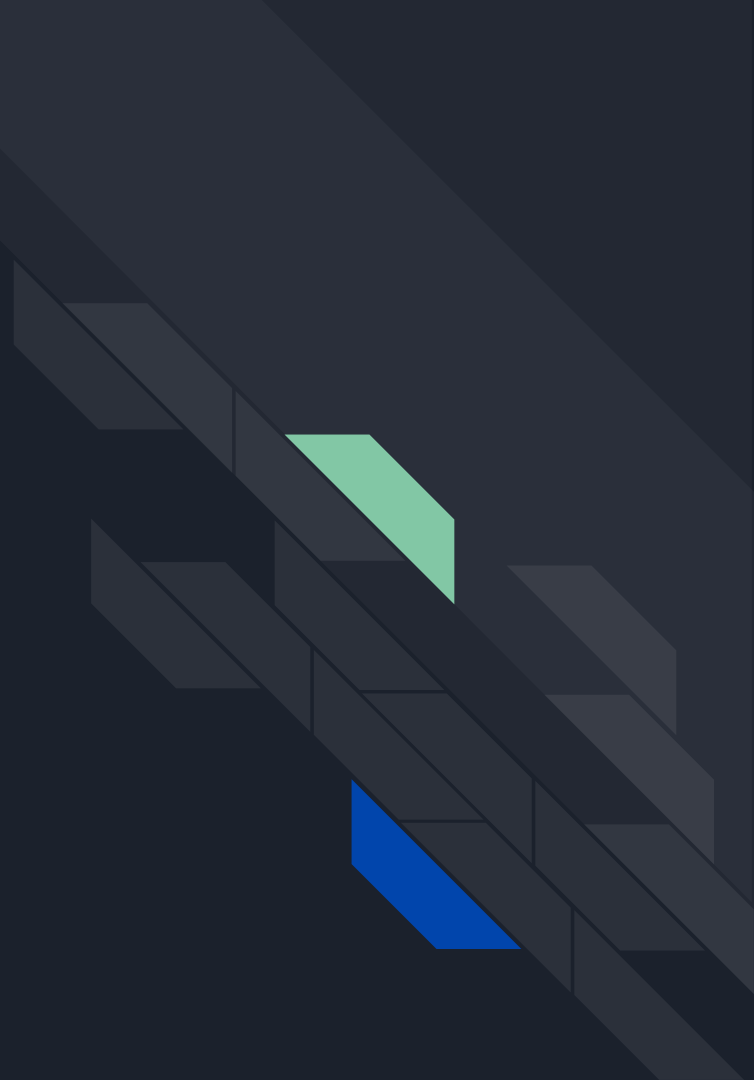
Slideshow:

<http://bit.ly/beyondbooks2>



Introduction to Archival Cataloging

Allison McCormack



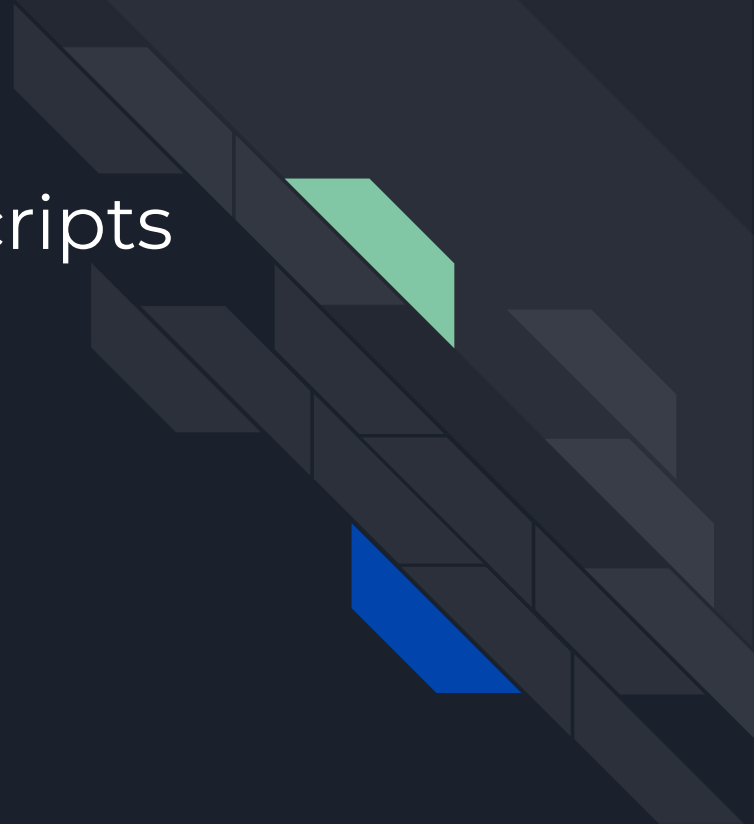


What is archival cataloging?

- Cataloging tells us what something is and where we can find it
- Unlike a finding aid, a catalog record doesn't have a complete listing of all the contents of the collection
- Finding aids often live in their own databases, but creating a bibliographical record for archival materials allows them to be cross-referenced with other library materials
- Archival cataloging makes use of specialized standards like DACS (Describing Archives: A Content Standard), DCRM(MSS), DCRM(G), etc., though records can also be created in AACR2, RDA, or a combination of standards

Cataloging Single Manuscripts

Rebecca A. Wiederhold



Describing Archives: a Content Standard

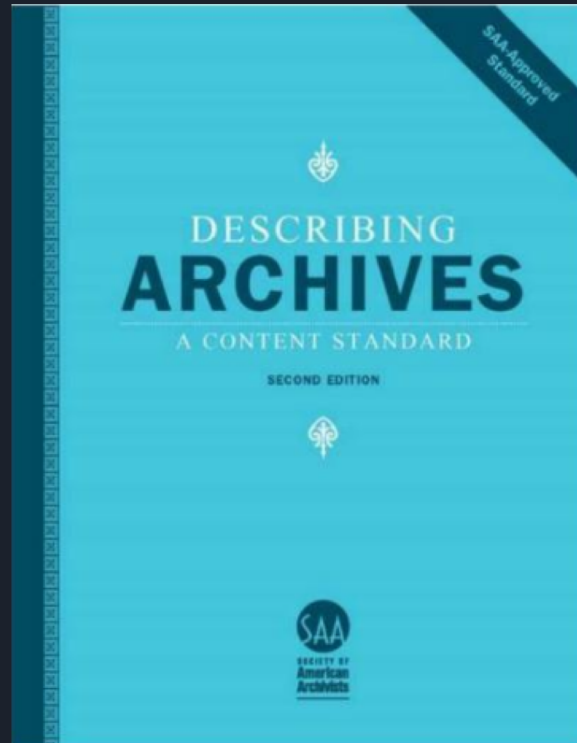
DACS

Second edition

<https://saa-ts-dacs.github.io/>

Used for:

- unpublished manuscripts
- archival collections
- finding aids
- collection-level MARC records
- series-level MARC records



الى المرحوم
 A Monsieur
 Monsieur Dixon
 Rameleh
 Alexandrie

Dere Dargun
 3. Aug. 1877.

Monsieur Dixon, Dear Sir
 Thanks for your kind letter
 I have received today, it gives me
 the greatest pleasure, to hear that
 you wish to go for business there
 with all the things of the same
 I do not get a opportunity, I am
 very glad for you, as the things
 are well, I want to hear from you
 in 1880. I hope you have a good
 and has brought a lot. I am
 now at a great cross, but
 it will be over by the time
 you get this. The dear dealer
 with 3700 would have me in

THE STATE OF LOUISIANA.
PARISH OF EAST FELICIANA.

BE IT KNOWN, That this day, before me, HENRY HAWFORD,
a NOTARY PUBLIC in and for the Parish of East Feliciana, State of Louisiana, above-
said, duly commissioned and sworn, PERSONALLY CAME AND APPEARED
James C. Levee and J. Mann, both Administrators
for the Estate of Wade P. Levee, deceased, and for the
Feliciano deceased, of said Parish of East Feliciana
WHO DECLARED, That first and in consideration of the sum of *four hundred*
and eight for Dollars Lawful money of the United States, payable to the money
presented below, *Me* do grant, bargain and sell unto *James C. Levee*
and J. Mann heirs of the other parts, (said party being present and
accepting) the following described *Acres 16. More or less*
more land and no less. Situated

being the same which was bid off by the said *James C. Levee*
at a public sale of said *Wade P. Levee's Estate* as the
2d of February 1852 made by *James C. Levee* deceased
in virtue of an order from the Honorable Seventh District Court, in and for said Parish
of East Feliciana, it was (published on the docket of the said Court, No. *113*
and entered *in the order of said court in said Cause No. 113*
after due notices by public advertisements for which the said *James C. Levee*
Administrators have received the said *James C. Levee*
Acres being the 2d of February 1852 all the lands which of
said *Wade P. Levee* was for and for the said *James C. Levee*
and J. Mann heirs of the other parts, (said party being present and
accepting) which were in amount of *16. More or less*
Acres being the 2d of February 1852 to the said *James C. Levee*
to, have and to hold the above named *Acres* to the said *James C. Levee*
Administrators his heirs and assigns, *for* own proper use,
benefit and behoof, forever. And the said *James C. Levee*

Administrators
the said *James C. Levee* to the said purchasers, *his* heirs and assigns,
shall and will warrant and forever defend by these presents from any incumbrance on the
part of the said *Wade P. Levee, deceased*
and no other person.

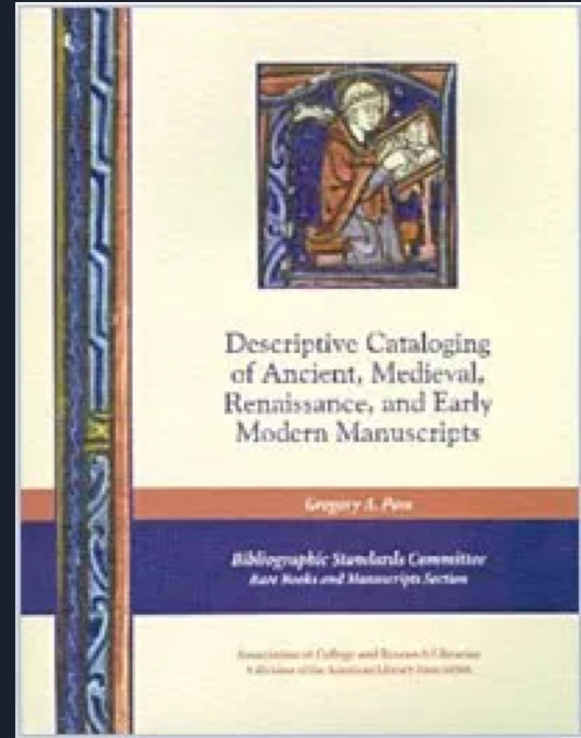
Descriptive Cataloging of Ancient, Medieval, Renaissance, and Early Modern Manuscripts

AMREMM

<https://rbms.info/dcrm/amremm/>

Used for:

- item-level description
- pre-1600 manuscripts, including photographic or digital reproductions
- bibliographic control (as opposed to archival control)
- especially literary manuscripts



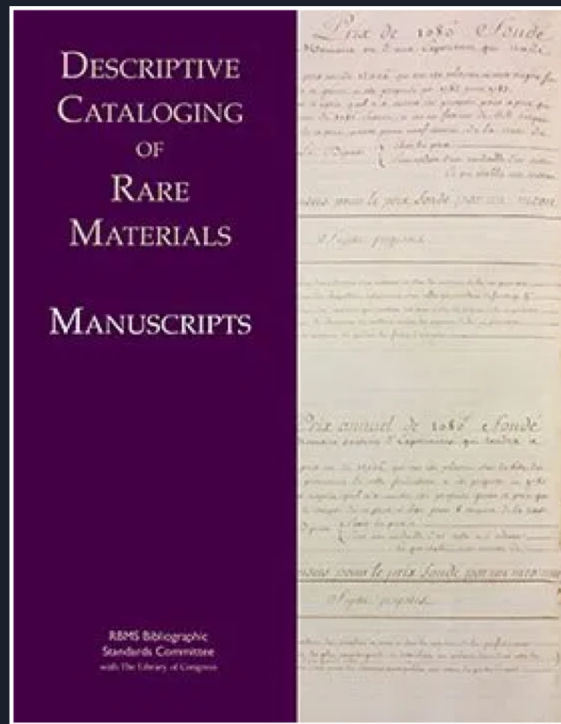
Descriptive Cataloging of Rare Materials (Manuscripts)

DCRM(MSS)

<https://rbms.info/dcrm/dcrmmss/>

Used for:

- item-level description
- post-1600 manuscripts, including photographic or digital reproductions
- bibliographic control (as opposed to archival control)





Description Convention Source Codes

040\$e

\$e dacs

Describing Archives: a Content Standard (DACS)

\$e amremm

*Descriptive Cataloging of Ancient, Medieval,
Renaissance, and Early Modern Manuscripts (AMREMM)*

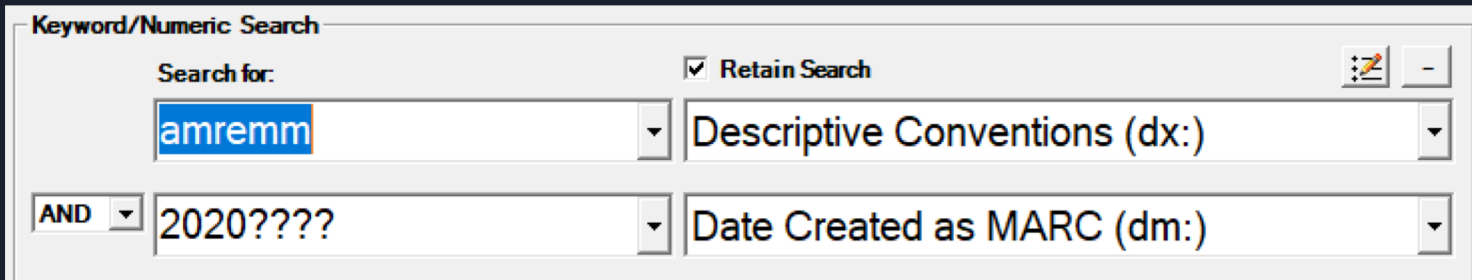
\$e dcrmmss

*Descriptive Cataloging of Rare Materials,
Manuscripts (DCRM(MSS))*



\$e appm
(APPM)

Archives, Personal Papers and Manuscripts

Search WorldCat by 040\$e



Keyword/Numeric Search

Search for: ☒  

Enter the Description Convention Source Code (codes are found here: <http://www.loc.gov/standards/sourcelist/descriptive-conventions.html>)

Narrow the search to more recently cataloged results by putting in the current year (or last year) followed by ?'s



General Rules

Standard	AMREMM	DCRM(MSS)
Source of information	<p>Primarily the manuscript itself.</p> <p>Instruction for which areas of the item to refer to first. May require analysis of contemporary handwriting vs. not</p> <p>In cases where info is not present in the manuscript, reference sources can sometimes be consulted</p>	<p>Primarily the manuscript itself.</p> <p>Allows use of information from:</p> <ul style="list-style-type: none">• manuscript's housing• accompanying materials• reference sources• Some external sources such as a contemporary newspaper article
Use of square brackets	<p>Absence of square brackets = info is present in the original manuscript</p> <p>Use square brackets for cataloger additions, non-contemporary additions to the manuscript, or from sources outside the manuscript</p>	<p>Does not use square brackets for supplied or derived information</p>



General Rules

Standard	AMREMM	DCRM(MSS)
Transcription	<p>Transcribe formal title, statement of responsibility, edition statement, place of production, and some notes</p> <p>Detailed instruction for handling irregular spellings, punctuation, capitalization and abbreviations</p>	<p>Transcription only required for formal titles and statements of responsibility</p>
Other editorial considerations	<ul style="list-style-type: none">• pre-modern letter forms• Latin text letter forms• line fillers• variations and errors in spelling• missing letters and illegible text (within square brackets: hyphens for known missing letters, ellipses for unknown omissions)• manuscript corrections	<ul style="list-style-type: none">• diacritics• symbols• line endings• variant spellings• initials• missing and illegible text (ellipses within square brackets)



Fixed Field Data

Type: Type of Record

t - Used for manuscript language material. This category is applied to items for language material in handwriting, typescript, or computer printout including printed materials completed by hand or by keyboard. At the time it is created, this material is usually intended, either implicitly or explicitly, to exist as a single instance.

BLvl: Bibliographic Level

m - monograph/item (use when manuscript is not part of a larger collection)

d - subunit: A component of an archival unit described collectively elsewhere. A subunit may be folders, boxes, series, subgroups, or subcollections. Identify the archival unit in field 773 so that the component may be located.



Formal Titles

DCRM(MSS): “The title of the work as assigned at the point of creation or production, or historically associated with the work, typically appearing on a manuscript’s title page, colophon, or caption but occasionally appearing elsewhere in the manuscript or in reference sources.”

AMREMM: mainly applicable to literary manuscripts. Abbreviations should be expanded.

Both standards:

- Transcribe exactly in terms of wording, order, and spelling, but not necessarily punctuation and capitalization.
- Record in a note the location within the item where the title was obtained. e.g., “*Title from cover.*”
- Option to reject formal title: if it is illegible, inaccurate, or misleading, devise a title instead.



Devised Titles

DCRM(MSS):

Required components:

- Form or genre (e.g. diary, sermon, account book, play)
- Creator, if known
 - Diary of John Ward (alternatively, John Ward diary)
 - Henry Miller account book (alternatively, Account book of Henry Miller)

AMREMM:

“If a title possesses no title peculiar to itself, supply a brief descriptive title ... that reflects the **genre** and **nature** of the material.”

Devised Titles: Correspondence

Standard	AMREMM	DCRM(MSS)
Required elements (if known)	<ul style="list-style-type: none">• Form: Letter(s)• Date of writing (year, month, day)• Place of writing• Name of addressee• Place to which letter is addressed <p>(Creator is only listed in 100 field)</p>	<ul style="list-style-type: none">• Form (letter, postcard, petition, etc.)• Creator or petitioner• Recipient• Date of intellectual creation
Optional elements		<ul style="list-style-type: none">• Creator's address• Recipient's address• Subject or other distinguishing features
Examples	[Letter, 1533 Sept. 26, Waltham Abbey to Arthur Plantagenet, Lord Lisle, Calais]	John Cournos letter to Alfred Kreymborg, 1921 June 6

Devised Titles: Legal, administrative documents

Standard	AMREMM	DCRM(MSS)
Required elements (if known)	<ul style="list-style-type: none">• Form (will, deed, charter, mortgage, lease, commission, writ, oath, etc.)• Date of execution (year, month, day)• Name of principal party or parties involved• Occasion for the document (expressed concisely)	<ul style="list-style-type: none">• Form (will, deed, charter, mortgage, lease, oath, etc.)• Creator or petitioner• Recipient• Date of intellectual creation
Optional elements		<ul style="list-style-type: none">• Occasion• Place of intellectual creation
Examples	[Marriage settlement, 1665 April 20, between Alice Meredith Croft and John Maende]	Arrest warrant for Enoch Greenleaf, 1717 December 18



Devised Titles: Sermons, speeches, lectures, etc.

Standard	AMREMM	DCRM(MSS)
Required elements (if known)	Not specifically addressed	<ul style="list-style-type: none">• Form (sermon, speech, lecture, etc.)• Creator(s)
Optional elements		<ul style="list-style-type: none">• Subject• Place of delivery• Date of delivery
Examples		James Holt sermon delivered at Wilson, Tennessee, 1844 June 27



Devised Titles: Verse (poem, song, hymn, etc.)

Standard	AMREMM	DCRM(MSS)
Required elements (if known)	Not specifically addressed	<ul style="list-style-type: none">• First line of the text <p>(Make a note on the source of the title)</p>
Optional elements		
Examples		We'll move the glorious cause along



All titles: Material type

Standard	AMREMM	DCRM(MSS)
Required elements (if known)	Not specifically addressed	<ul style="list-style-type: none">• method of production = manuscript, typescript, printout• method of reproduction = copy, photocopy, facsimile, microfilm, digital reproduction
Optional elements		<ul style="list-style-type: none">• autograph status = autograph, signed, initialed• status of manuscript within creative process = draft, revised draft, fair copy, galley proof, synopsis• indication of the state of completeness or intactness = fragment, unfinished, incomplete
Example		Swinburne's poems & ballads : a criticism : autograph manuscript signed, fragment



Place and Date of Production

Standard	AMREMM	DCRM(MSS)
Source of info	Chief source of information	Any source
Instruction	Use this area for “literary manuscripts only”	Record place and date of production, if known, even if a place and/or date is also recorded in the title
Date conversion	Convert to New Style of Gregorian calendar	Normalize to YEAR MONTH DAY form
Supplied info	Use brackets unless transcribed from item. Supply probable or approximate date if exact is unknown	Do not use brackets. Record in a note the source of the supplied info
Example	Paris, 1348. <i>Colophon: Richart de Montbaston, libraire, a fait escrire ceste legende des sains en françois lan de grace 1348</i>	Nairobi, Kenya, 1760 July 4. <i>Letter reads “On safari, Nairobi, July 4 MDCCLX”</i>

Physical Description: extent, support

Standard	AMREMM	DCRM(MSS)
Instruction: Extent	<p>Use terminology according to format: manuscript = leaves (even if paginated) unbound legal documents = sheets parchment roll = roll (# membranes) paper rolls = roll (# sheets)</p> <p>Count all leaves or sheets (regardless of pagination, which goes in a note)</p>	<p>Record in terms of the number of physical units: item(s), volume(s), roll(s), microfilm reel(s), microfiche(s)</p> <p>Optional fuller extent: Record in parentheses the exact total # of leaves, pages, etc., including blanks</p>
Instruction: Support	choose from: parchment, paper, papyrus	no preset list: parchment, paper, birch bark, silk, etc.
Example	64 leaves : parchment	1 item (375 pages) : paper

Physical Description: illustration, dimensions

Standard	AMREMM	DCRM(MSS)
Instruction: Illustrations	Choose from: illustration(s) or map(s) Pen-flourished initials, line fillers, etc. are not considered illustrations	May use term “illustration(s)” or add the graphic process or technique in parentheses e.g., “illustrations (drawings)” Optionally specify type of illustration: coats of arms, diagrams, facsimiles, forms, genealogical tables, maps, music, plans, portraits, samples
Instruction: Dimensions	height x width in millimeters (if folded, measure laid open)	height x width in centimeters (under 10 cm use millimeters) If folded, measure according to how item is meant to be used
Example	: paper, illustrations, map ; 200 x 150 mm	: paper, color illustrations (watercolor), 2 maps ; 18 x 12 cm



Notes: required for AMREMM

- Format, nature, and scope
- Language
- Source of title proper and statement of responsibility
- Contents
- Layout (# of columns, lines of text)
- Script
- Decoration
- Music
- Binding
- Accompanying materials
- Origin (i.e. colophon)
- Former and related shelfmarks
- Bynames
- Current shelfmark
- Reference to published descriptions or citations
- Reference to published editions, facsimiles, or treatments
- Form of reproduction
- Cataloging history



Notes: required for DCRM(MSS)

- Ambiguous statements of responsibility
- Byname not used as title
- Conditions governing access
- Conditions governing use
- Copyright date in MSS copy of printed work
- Creator information
- Fictitious or incorrect dates
- Fictitious or incorrect place of production
- Forgeries or incorrect attributions
- Formal title supplied from other sources
- Language
- MSS containing 2 or more works described separately
- Nonroman writing system
- Scope or content
- Source of formal title
- Transcribed title
- Uncertain place of production

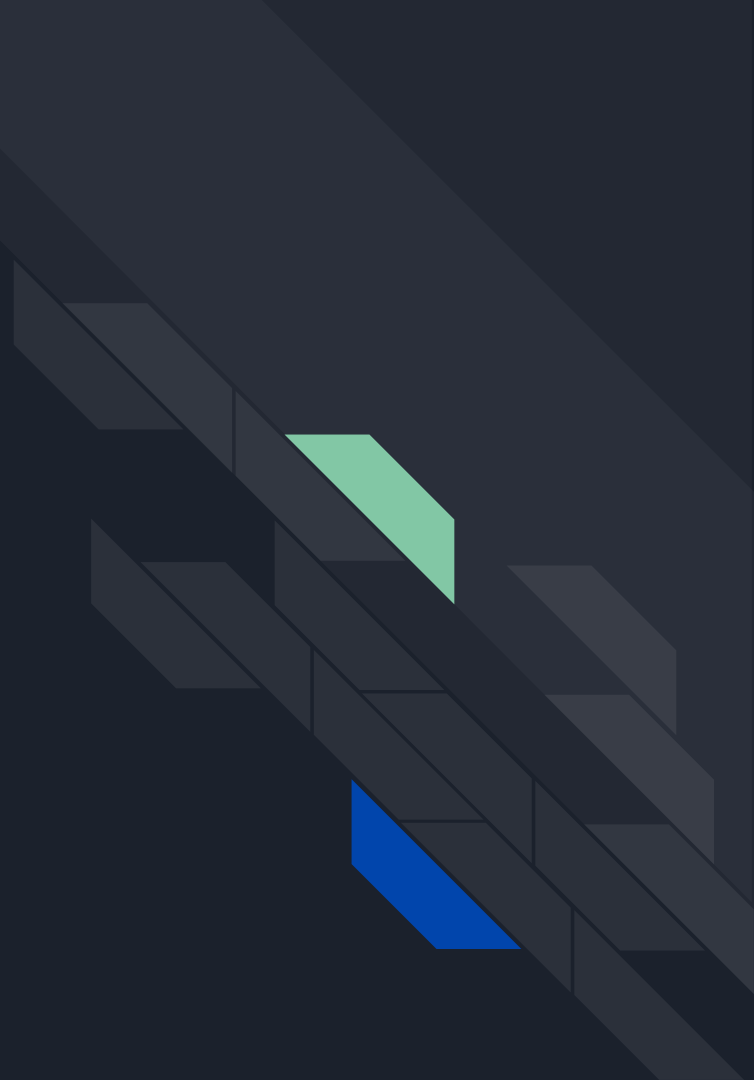
Subjects for Manuscripts - SHM

- H 1855** Manuscripts
- H 1230** Archives and Archival Resources
- H 1330** Biography
- H 1412** Classical and Ancient Works
- H 1480** Correspondence of Individual Persons
- H 1538** Diaries
- H 1595** Facsimiles
- H 1928** Personal Narratives

The screenshot shows the web interface of the Subject Headings Manual (SHM). At the top, there is a navigation bar with a logo, a search box, and links for 'Core resources', 'Support', and 'Logout'. Below this is a blue header with 'Favorites', 'Search', and 'Contents' tabs, and a welcome message for 'rebecca_wiederhold@byu.edu'. The main content area features the title 'Subject Headings Manual' in large red text, followed by '1st Edition'. A list of topics is displayed, with 'Special Topics, Materials, Subdivisions, Etc.' highlighted by a green arrow. The list includes: General Topics, Making Subject Heading Proposals, Formulating Subject Headings, References, Scope Notes, Name Headings as Subjects, Geographic Headings and Subdivisions, Subdivisions, Free-floating Subdivisions, Subdivisions Controlled by Pattern Headings, Special Topics, Materials, Subdivisions, Etc., Appendix A: Abbreviations, Appendix B: Capitalization, Appendix C: Diacritics and Special Characters, Appendix D: Punctuation, Appendix E: Geographic Area Codes, Index, and Most Recent Update.

Cataloging Photographs

Allie McCormack







Projected vs Nonprojected Graphics

Projected

- Filmstrips
- Filmslips
- Slides
- Transparencies (incl. X-rays)

Nonprojected

- Photonegatives
- Photoprints
- Postcards

If your collection has both projected and nonprojected graphics, catalog it on a Mixed Materials workflow.



Cataloging Nonprojected Graphics: Fixed Field

Type: Type of Record

_____k - Two-dimensional nonprojected graphic

BLvl: Bibliographic Level

c - Collection

m - Monograph/Item

TMat: Type of Visual Material

i - Picture

Tech: Technique

n - Not applicable (item is not a motion picture or videorecording)



Cataloging Nonprojected Graphics: 007

\$a Category of Material

k - Nonprojected graphic

\$b Specific Material Designation

g - Photonegative

h - Photoprint

i - Picture

p - Postcard



Cataloging Nonprojected Graphics: 007

\$d Color

b - Black and white

c - Multicolored

h - Hand colored

m - Mixed

z - Other (incl. tinted, toned, stained, etc.)



Cataloging Nonprojected Graphics: 007

\$e Primary Support Material

- d - Glass
- h - Metal
- m - Mixed collection
- o - Paper
- u - Unknown

\$f Secondary Support Material

Use only if the mount/mat is of historical, aesthetic, etc. importance.



Cataloging Nonprojected Graphics: 33X Fields

336 Content Type

still image \$b sti \$2 rdacontent

337 Media Type

unmediated \$b n \$2 rdamedia

338 Carrier Type

card \$b no \$2 rdacarrier

sheet \$b nb \$2 rdacarrier

volume \$b nr \$2 rdacarrier

other \$b nz \$2 rdacarrier



Cataloging Projected Graphics: Fixed Field

Type: Type of Record

_____g - Projected medium

BLvl: Bibliographic Level

c - Collection

m - Monograph/Item

TMat: Type of Visual Material

f - Filmstrip

s - Slide

t - Transparency (inc. X-rays)

Tech: Technique

n - Not applicable (item is not a motion picture or videorecording)



Cataloging Projected Graphics: 007

\$a Category of Material

g - Projected graphic

\$b Specific Material Designation

c - Filmstrip cartridge

d - Filmstrip

f - Filmstrip, type unspecified

o - Filmstrip roll

s - Slide

t - Transparency



Cataloging Projected Graphics: 007

\$d Color

- b - Black and white
- c - Multicolored
- m - Mixed
- z - Other (incl. tinted, toned, stained, etc.)

\$e Base of emulsion

- d - Glass
- e - Synthetic (plastics, vinyl, etc.)
- j - Safety film (i.e., not nitrate)
- k - Film base, other than safety film
- m - Mixed collection
- u - Unknown



Cataloging Projected Graphics: 007

\$f Sound on Medium or Separate and \$g Medium for Sound

Do not use if the item is silent.

\$h Dimensions

Specific to each material type

(<https://www.oclc.org/bibformats/en/0xx/007proj.html>)

\$i Secondary Support Material

c - Cardboard

e - Synthetic (plastics, vinyl, etc.)

m - Mixed collection

u - Unknown



Cataloging Projected Graphics: 33X Fields

336 Content Type

still image \$b sti \$2 rdacontent

337 Media Type

projected \$b g \$2 rdamedia

338 Carrier Type

filmslip \$b gd \$2 rdacarrier

filmstrip \$b gf \$2 rdacarrier

filmstrip cartridge \$b gc \$2 rdacarrier

overhead transparency \$b gt \$2 rdacarrier

slide \$b gs \$2 rdacarrier

other \$b mz \$2 rdacarrier



Cataloging Photographs: Titles

- Most photographic collections and albums won't have formal titles
- Cataloger-supplied titles should be as descriptive as possible
 - DACS 2.3.3 requires a name segment, nature of materials segment, and an optional topical segment
- Examples:
 - Shipler Commercial Photographers photograph collection, \$f 1902-1938
 - George Green family photograph album, \$f circa 1960s
 - Cynthia Lopez photographs of Utah pictographs, \$f 1980-1999 \$g (bulk 1985-1990)
 - Sara and Yui Yamamoto portrait, \$f 1892



Cataloging Photographs: Creators

- Some collections, especially in the backlog, may truly be anonymous
- Collectors/compilers are considered creators
- Examples:
 - 245 10 \$a Shieler Commercial Photographers photograph collection, \$f 1902-1938.
110 2_ \$a Shieler Commercial Photographers, \$e creator.
700 1_ \$a Shieler, James William, \$d 1849-1937, \$e photographer.
700 1_ \$a Shieler, George William, \$d 1906-1956, \$e photographer.
 - 245 10 \$a George Green family photograph album, \$f circa 1960s.
100 1_ \$a Green, George, \$d 1938- \$e compiler.
 - 245 00 \$a Sara and Yui Yamamoto portrait, \$f 1892.



Cataloging Photographs: 26X

- MARC records converted from EAD files will likely lack the 26X field
- Date of production is the only RDA core element (RDA 2.7)
- If known, record information in other subfields
- RDA examples:
 - 245 10 \$a Shipler Commercial Photographers photograph collection.
264 _0 \$a [Salt Lake City, Utah] : \$b Shipler Commercial Photographers, \$c 1902-1938.
 - 245 00 \$a Sara and Yui Yamamoto portrait.
264 _0 \$c 1892.



Cataloging Photographs: Extent

- DACS 2.5.4: record number of linear feet, number of items, and/or number of containers or carriers
- RDA 3.4.1.11: record number of items/containers/volumes, amount of storage space required, and/or number and type of units in collection
- Examples:
 - 300 __ \$a 6 boxes (3 linear feet)
 - 300 __ \$a approximately 250 photographs.
 - 300 __ \$a 1 photograph album (73 photographs) : \$b some color ; \$c 24 x 14 cm



Cataloging Photographs: Subject Headings

- Especially important since the box/folder list is not replicated
- Can ignore “20% rule” to highlight important or significant components
- Key \$v headings:
 - \$v Photographs (photographic prints or digital photographs)
 - \$v Slides
 - \$v Pictorial works
 - Do **not** use \$v Negatives!
- Examples:
 - 600 30 \$a McCormick family \$v Photographs.
 - 600 10 \$a Twain, Mark, \$d 1835-1910 \$v Photographs.
 - 650 _0 \$a Dogs \$x Anatomy \$v Slides.
 - 651 _0 \$a Salt Lake City (Utah) \$x Buildings \$v Photographs.
 - 651 _0 \$a Temple Square (Salt Lake City, Utah) \$v Photographs.



Cataloging Photographs: Genre/Form Terms

LCGFT (\$2 lcgft)

- Photographs
 - Documentary photographs
 - Negatives (Photographs)
 - Selfies
- Postcards
- Albums (Books)

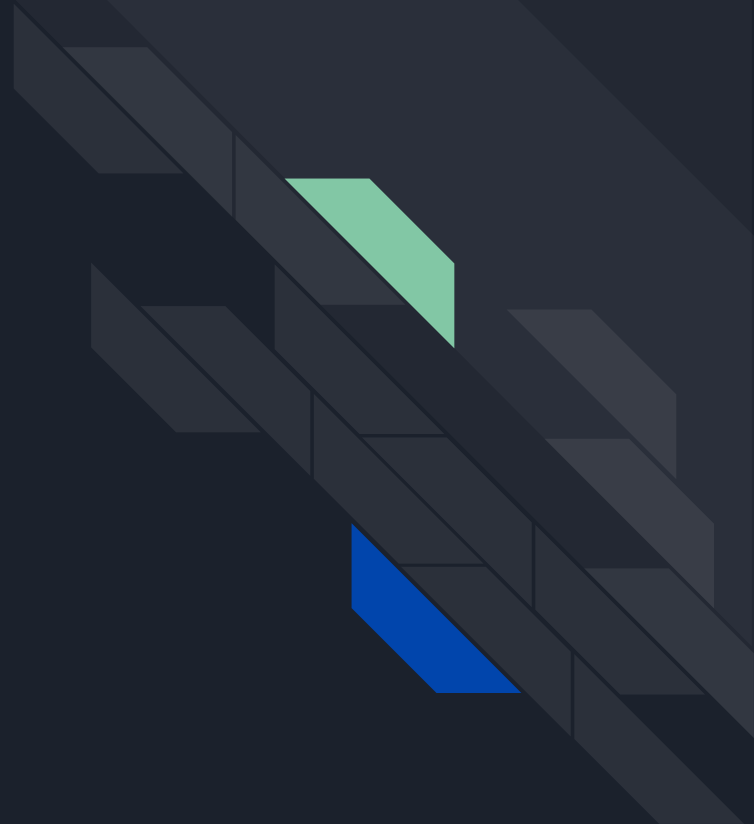


Cataloging Photographs: Genre/Form Terms

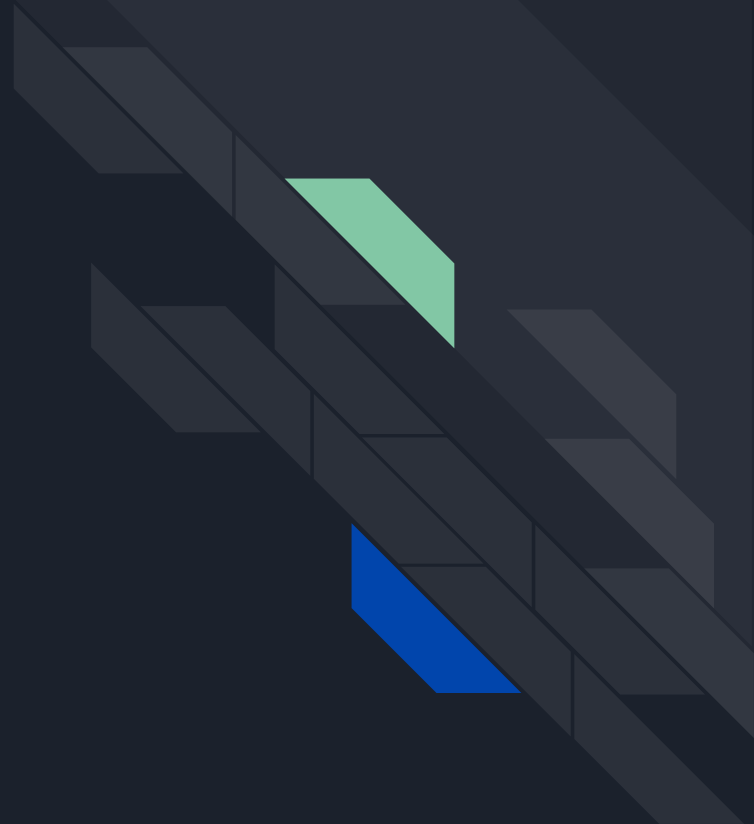
Getty Art & Architecture Thesaurus (\$2 aat)

- Black-and-white photographs
- Cartes-de-visite (card photographs)
- Color photographs
- Daguerreotypes (photographs)
- Diffusion transfer prints → i.e., Polaroids
- Digital photographs
- Lantern slides
- Photobooth pictures
- Photograph albums
- Tintypes (photographs)
- Transparencies
- Spirit photographs
- Studio portraits

Questions?



Break



Cataloging Audio Collections & Oral Histories

Becky Skeen







Nonmusical vs Musical

Nonmusical

- Interviews (e.g. Oral Histories)
- Lectures
- Podcasts
- Audiobooks
- Sounds in nature
- Sound effects

Musical

- Performed music by group or single person
- Instrumental music



Cataloging Sound Recordings: Fixed Field

Type: Type of Record


i – Nonmusical sound recording

j – Musical sound recording

BLvl: Bibliographic Level

c - Collection

m - Monograph/Item



Cataloging Nonmusical Sound Recordings: Fixed Field - Optional

LTxt: Literary Text for Sound Recordings

Examples:

a – Autobiography

c – Conference proceedings

i – Instruction (How to...)

l – Lectures, speeches

p – Poetry

t – Interviews



Cataloging Musical Sound Recordings: Fixed Field - Optional

Comp: Form of Composition

Depends on type of music, two-letter code taken from [LC list](#).

Examples:

bd - Ballads

cr - Carols

fm - Folk Music

hy - Hymns

op - Operas

sg - Songs



Physical Description Fixed Field (007)

\$a Category of Material

s – Sound recording

\$b Specific Material Designation (Commonly used codes; not a complete list)

d – Sound disc

r – Remote

s – Sound cassette

t – Sound-tape reel



Physical Description Fixed Field (007)

\$d Speed

b – 33 1/3 rpm (e.g. phonograph record)

f – 1.4 m per sec (compact disc)

l – 1 7/8 ips (standard cassette tape)

o – 7 ½ ips (e.g. reel-to-reel tapes, nonprofessional)

n – Not applicable (digital sound recordings, playback speed not applicable)

u – Unknown (speed is not known)

z – Other (none of the other codes are appropriate)



Physical Description Fixed Field (007)

\$e Configuration playback channels

- m – Monaural (one playback channel)
- q – Quadraphonic, multichannel, or surround (playback on more than 2 channels)
- s – Stereophonic (stereo sound)
- u – Unknown
- z – Other (no other codes appropriate)

\$f Groove width/groove pitch (For discs and cylinders)

- m – Microgroove/fine (e.g. discs with 16, 33 1/3, and 45 rpm speeds and cylinders with 160 rpm speed)
- n – Not applicable (e.g. item is compact disc or tape)
- s – Coarse/standard (e.g. discs with 78 rpm speed, cylinders with 120 rpm speed)
- u – Unknown
- z – Other (no other codes appropriate)



Physical Description Fixed Field (007)

\$g Dimensions (Commonly used codes; not a complete list)

- d – 10 in. diameter (standard vinyl record)
- g – 4 3/4 in. (standard compact disc)
- j – 3 7/8 x 2 1/2 in. (standard cassette tape)
- n – Not applicable (sound recording not a reel, disc, cassette, cartridge or cylinder)
- u – Unknown
- z – Other (no other codes appropriate)

\$h Tape width (usually for cassettes)

- l – 1/8 in. (most cassettes)
- m – 1/4 in.
- n – Not applicable (doesn't contain a tape)
- o – 1/2 in.
- p – 1 in.
- u – Unknown
- z – Other (no other codes appropriate)



Physical Description Fixed Field (007)

\$i Tape configuration

- b – Half (2) track (2 channels recorded on one tape)
- c – Quarter (4) track (e.g. standard cassette)
- d – Eight track
- n – Not applicable (item not a tape or include one)
- u – Unknown
- z – Other (no other codes appropriate)

\$j Kind of disc, cylinder, or tape (Commonly used codes; not a complete list)

- a – Master tape
- i – Instantaneous, recorded on the spot (original recording of event or performance)
- m – Mass-produced (e.g. most commercial recordings)
- n – Not applicable (item not a disc, cylinder, or tape)
- u – Unknown
- z – Other (no other codes appropriate)



Physical Description Fixed Field (007)

\$k Kind of material

- m – Plastic with metal (e.g. compact discs)
- n – Not applicable (use for digital sound recordings)
- p – Plastic (e.g. vinyl records, cassettes, etc.)
- u – Unknown
- z – Other (no other codes appropriate)

\$m Special playback characteristics (Commonly used codes; not a complete list)

- c – Dolby-B encoded
- e – Digital recording
- n – Not applicable (item not a disc, cylinder, or tape)
- u – Unknown
- z – Other (no other codes appropriate)



Physical Description Fixed Field (007)

\$n Capture and storage techniques

- a – Acoustical capture, direct storage (common pre 1927)
- b – Direct storage, not acoustical
- d – Digital storage
- e – Analog electrical storage (most recordings late 1940s to early 1980s)
- u – Unknown
- z – Other (no other codes appropriate)

Example:

007 __ \$a s \$b t \$d u \$e u \$f n \$g c \$h m \$i u \$k c \$n e



Publisher or Distributor Number (028)

(Usually commercial mass distribution items)

1st indicator

0 Issue number

1 Matrix number

2nd indicator

Assigned according to local procedures

\$a Publisher or distributor number

\$b Source

\$q Qualifying information

Examples:

028 0_2 STMA 8007 \$b Tamla Motown


028 1_2 Deutsche Grammophon Gesellschaft

028 0_2 K2 31158 \$b EMI Music Canada \$q (on label)



Creators (1XX/7XX)

- ❖ 1XX used for single creator (can be a group), if multiple contributors share responsibility than no 1XX is used and main access is title. Contributors can be added as 7XXs with appropriate \$e if wanted/needed
- ❖ Oral histories use the name of the person being interviewed in the 1XX with \$e Interviewee. Interviewer can be added as 7XX with \$e Interviewer.
- ❖ Recordings of conference proceedings have the name of the conference as the 1XX.



Title (245)

- ❖ For original recordings that lack a given title one will need to be devised (DACS 2.3.1).

Three segments to a devised title, if applicable:

- 1) Name
- 2) Nature of material being described
- 3) Subject of material being described – Optional

- ❖ Record date of materials in 245 \$f and/or \$g, required according to DACS 2.4

Example:

245 1_0 Federal Resettlement Project oral histories, \$f 1985-1986

- ❖ If item contains a given title, record the title as it appears on the item. (Usually commercial musical recordings)

Chief source of information for sound recordings is the item label. If the label

is insufficient, title information can be taken from accompanying materials such as



Physical description (300)

\$a Extent

Number of physical items being represented followed by the term used in the carrier type, 338 field (RDA 3.4.1.3 & 3.3.1.3)

Examples: \$a 5 audio discs

\$a 11 audiocassettes

Add playing duration within parentheses after the carrier type when applicable (RDA 7.22.1.3)

Examples: \$a 5 audio discs (10 hr., 24 min., 46 sec.)

\$a 11 audiocassettes (18 hr., 54 min., 12 sec.)

\$a 1 audio disc (90 min.)

For collections, extent can be the number of items, containers/carriers, or amount

of storage space used such as linear feet. (DACS 2.5)

Examples: \$a 2.5 \$f linear feet

\$a 12.5 \$f linear feet \$a (25 \$f boxes)



Physical description (300)

\$c Dimensions

Size of the items when described by carrier type

Examples: 5 audio discs (10 hr., 24 min., 46 sec.) ; \$c 4 3/4 in.

11 audiocassettes (18 hr., 54 min., 12 sec.) ; \$c 7 in., 1/2 in. tape



Cataloging Sound Recordings: 3XX Fields

336 Content Type

Nonmusical sound recordings

Spoken word \$b spw \$2 rdacontent

Sounds \$b snd \$2 rdacontent

Musical sound recordings

Performed music \$b prm \$2 rdacontent

337 Media Type

audio \$b s \$2 rdamedia



Cataloging Sound Recordings: 3XX Fields

338 Carrier Type

audio cartridge \$b su \$2 rdacarrier

audio belt \$b sb \$2 rdacarrier

audio cylinder \$b se \$2 rdacarrier

audio disc \$b sd \$2 rdacarrier

sound track reel \$b si \$2 rdacarrier

audio roll \$b sq \$2 rdacarrier

audio wire reel \$b sw \$2 rdacarrier

audiocassette \$b ss \$2 rdacarrier

audiotape reel \$b st \$2 rdacarrier

other \$b nz \$2 rdacarrier



Sound characteristics (344)

Enter separate 344 for each aspect of sound as appropriate

\$a Type of recording

Method of playback (e.g. analog, digital) ; use RDA controlled vocabulary for this subfield ([rdatr](#))

Examples: 344 __ analog \$2 rdatr

344 __ digital \$2 rdatr

\$b Recording medium

How sound was recorded on an audio carrier; Use RDA controlled vocabulary for this subfield ([rdarm](#))

Examples: 344 __ \$b magnetic \$2 rdarm

344 __ \$b optical \$2 rdarm



Sound characteristics (344)

\$c Playing speed

Speed at which audio carrier is played to produce sound

Examples: 344 __ 33 1/3 rpm

344 __ 3 3/4 ips

\$d Groove characteristic

Used for discs and cylinders, groove width of analog disc ([rdagw](#)) or groove pitch of

an analog cylinder ([rdagp](#)); Use RDA controlled vocabulary for this subfield

Examples: 344 __ \$d coarse groove \$2 rdagw

344 __ \$b fine \$2 rdagp



Sound characteristics (344)

\$e Track configuration

Use RDA controlled vocabulary for this subfield ([rdatc](#))

Examples: 344 __ \$e edge track \$2 rdatc

344 __ \$e centre track \$2 rdatc

\$f Tape configuration

Number of tracks on an audiotape

Examples: 344 __ \$f 2 track

344 __ \$f 8 track



Sound characteristics (344)

\$g Configuration of playback channels

Number of sound channels used to make a recording; Use RDA controlled

vocabulary for this subfield ([rdacpc](#))

Examples: 344 __ \$g stereo \$2 rdacpc

344 __ \$g mono \$2 rdacpc

\$h Special playback characteristics

Use RDA controlled vocabulary for this subfield ([rdaspc](#))

Example: 344 __ \$h Dolby-B encoded \$2 rdaspc

\$3 Materials specified

Use as needed.

Examples: 344 __ \$3 audio disc \$a digital \$2 rdat

344 __ \$3 audiocassette \$b magnetic \$2 rdarm

344 __ \$3 audio disc \$a stereo \$2 rdacpc



5XX Notes

❖ 500

- Add a note for the source of the title, especially if created by the cataloger.
Examples: 500 __ Title assigned by cataloger.
500 __ Collection title devised by cataloger.
- Collection or item specific details deemed important for discoverability or access

❖ 505 Content note – can be especially useful for musical sound recordings so patrons can find specific song titles

❖ 520 Summary note that describes the collection or item



5XX Notes

Add other 5XX notes as necessary or preferred:

- 506 - Restrictions on access
- 511 - Participant or performer note
- 524 - Preferred citation of described materials note
- 540 - Terms governing use and reproduction
- 541 - Immediate source of acquisition
- 544 - Location of other archival materials
- 546 - Language
- 555 - Cumulative index/Finding aids (important for cataloging collections)
- 561 - Ownership and custodial history



Subject Headings

H 2230 Visual Materials and Non-Music Sound Recordings

BACKGROUND: This instruction sheet provides special guidelines for the assignment of subject headings to motion pictures, slides, filmstrips, video recordings, and other types of visual materials, as well as to non-music sound recordings. These guidelines are followed in addition to the normal rules for the assignment of subject headings.

GENERAL RULE: Assign headings for all important topics.

Particular Places: When a topic is discussed in conjunction with a particular place, make, insofar as possible, a subject entry under both the topic and the place.

Particular persons: When a particular person is treated as illustrative of a profession or activity, assign a heading for both the person and the field of endeavor. Do not, as a general rule, treat such materials as biographies



Subject Headings

Musical Sound Recordings

- **Start by searching the term Music in LCSH, expand from there**
- **Subdivision Songs and music can be used to qualify many types of subject headings**



Genre/Form Headings

Nonmusical Sound recordings

- LCGFT: Search under form of recording e.g. Interviews, Oral histories, Lectures, Sermons, Speeches, etc.
- Form subdivision: Interviews

Examples: 655 _ 7 Oral histories \$2 lcgft
650 _ 0 Farmers \$v Interviews.

Musical Sound recordings

- LCGFT: Search the term Music in LCGFT, entry includes list of Narrower Terms which can also be used as genre headings
- Form subdivision Songs and music

Examples: 655 _ 7 Music \$2 lcgft
650 _ 0 Mormons \$v Songs and music.



Other resources

Genre/Form Headings

RBMS Genre Terms

http://rbms.info/vocabularies/genre/alphabetical_list.htm

Art and Architecture Thesaurus

<https://www.getty.edu/research/tools/vocabularies/aat/>

Best Practices

Music Library Association Best Practices for Music Cataloging Using RDA and MARC 21

http://access.rdatoolkit.org/mlabp3_mlbp3-31.html

Supplements to Best Practices for Music Cataloging using RDA and MARC 21

<http://cmc.blog.musiclibraryassoc.org/mla-best-practices/>

Cataloging Video Collections

Nicole Lewis





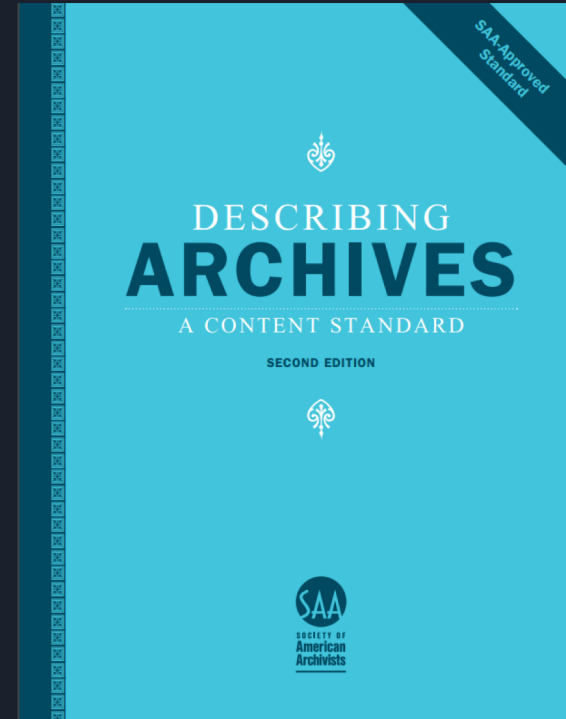
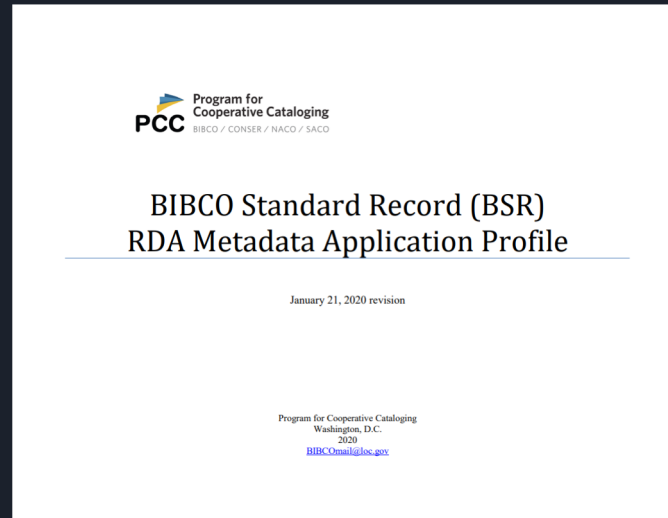
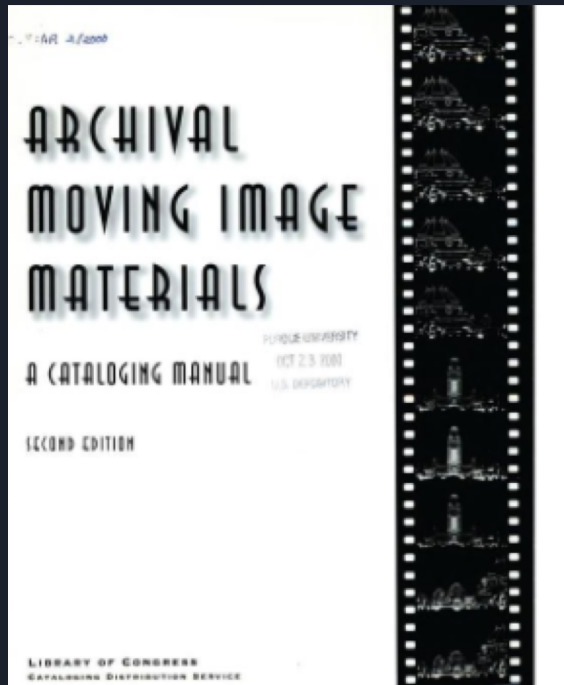


Video/Moving Image Collections

Collections may or may not have been conceived of or published as a finite set:

- Assembled prior to acquisition
- Assembled by repository for cataloging purposes
- Grouped by
 - Provenance
 - Administrative decision
 - Curatorial decision
- As small as 2 items or large enough to count by containers

Cataloging Guidelines



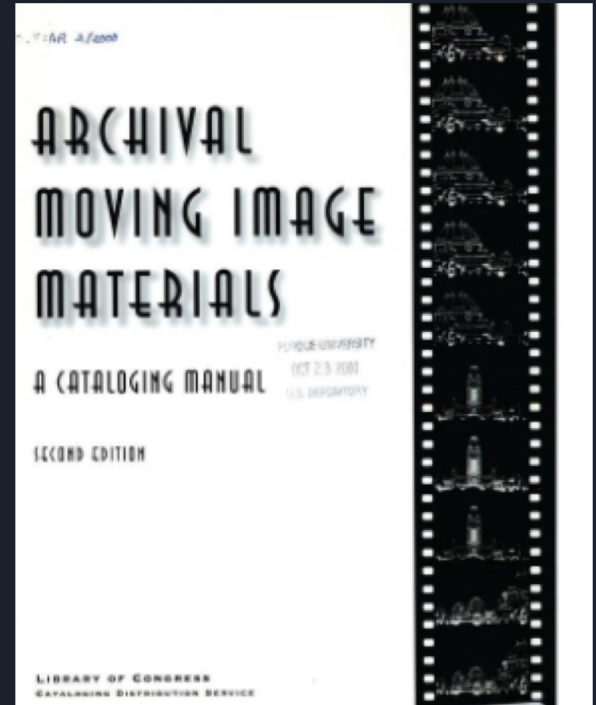
Archival Moving Image Materials (AMIM2)

Based on AACR2 rules.

Recommends works be cataloged separately, but does include collection-level cataloging guidelines in Appendix C.

040 \$e amim

In Cataloger's Desktop





RDA/BIBCO Standard Record

Focused more on commercially produced graphic materials

BIBCO Standard Record is a good quick reference for RDA.

040 \$e rda

<https://www.loc.gov/aba/pcc/bibco/documents/PCC-RDA-BSR.pdf>



BIBCO Standard Record (BSR) RDA Metadata Application Profile

January 21, 2020 revision

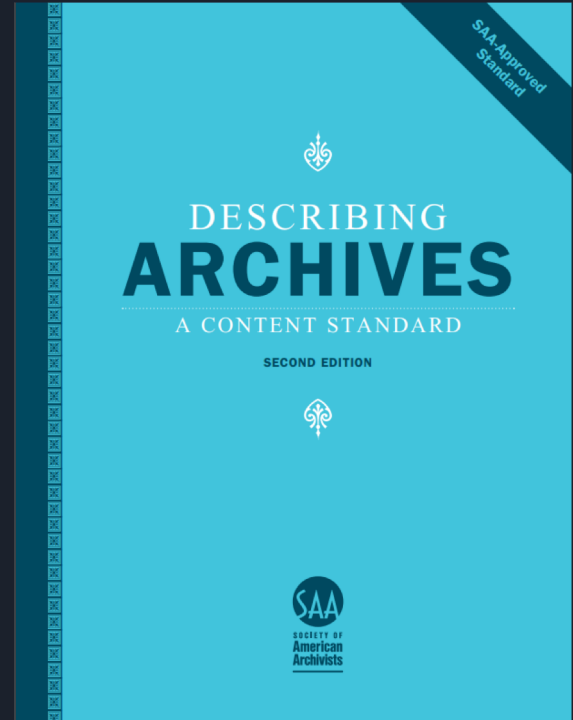
Program for Cooperative Cataloging
Washington, D.C.
2020
BIBCOemail@loc.gov

Describing Archives: A Content Standard (DACS)

Provides good guidance for supplying titles, creators, and describing production information.

040 \$e dacs

http://files.archivists.org/pubs/DACS2E-2013_v0315.pdf





Cataloging Best Practice Documents

Best Practices for Cataloging DVD-Video
and Blu-ray Discs Using RDA and
MARC21

https://www.olacinc.org/sites/default/files/DVD_Blu-ray-RDA-Guide-Version-1-1-final-aug2018-rev-1.pdf

Best Practices for Cataloging Streaming
Media Using RDA and MARC21

https://www.olacinc.org/sites/default/files/Streaming_Media_RDA-April2018_a.pdf

Fixed Field

MARC	Description	OCLC	Value	Description
LDR/06	Type of Record	Type	g	Projected medium
LDR/07	Bibliographic level	BLvl	c d m	Collection Subunit (if part of collection w/own record) Monograph/item
008/06	Type of Date	DtSt	s m p i k	Single date Multiple dates Date of distribution/release/issue and production/recording session when different Inclusive dates of collection Range of years of bulk of collection

Fixed Field

MARC 008	Description	OCLC	Value	Description
008/18-20	Running time	Time	000 001-999 ###	Running time exceeds three characters Running time Unknown
008/33	Type of visual material	TMat	m v	Motion picture Videorecording
008/34	Technique	Tech	a c l z	Animation Animation and live action Live action Other (e.g. time-lapse, trick cinematography, microcinematography, videos from still images with animation)



007 Field

Motion picture (007/00=m)

- 00 - Category of material
- 01 - Specific material designation
- 02 - Undefined
- 03 - Color
- 04 - Motion picture presentation format
- 05 - Sound on medium or separate
- 06 - Medium for sound
- 07 - Dimensions
- 08 - Configuration of playback channels
- 09 - Production elements
- 10 - Positive/negative aspect
- 11 - Generation
- 12 - Base of film
- 13 - Refined categories of color
- 14 - Kind of color stock or print
- 15 - Deterioration stage
- 16 - Completeness
- 17-22 - Film inspection date

Videorecording (007/00=v)

- 00 - Category of material
- 01 - Specific material designation
- 02 - Undefined
- 03 - Color
- 04 - Videorecording format
- 05 - Sound on medium or separate
- 06 - Medium for sound
- 07 - Dimensions
- 08 - Configuration of playback channels



024 Other Standard Identifier

1st indicator: Type of Standard Number

- 0 - International Standard Recording Code
- 1 - Universal Product Code
- 2 - International Standard Music Number
- 3 - International Article Number
- 4 - Serial Item and Contribution Identifier
- 7 - Source specified in subfield \$2
- 8 - Unspecified type of standard number or code

2nd indicator: Difference between scanned number and eye-readable form

- # - No information provided
- 0 - No difference
- 1 - Difference

Examples:

024 1_ \$a 887090078207

024 7_ \$a 00024543503019 \$2 gtin-14



028 Publisher or Distributor Number

1st indicator: Type of number

4 - Video recording publisher number

6 - Distributor number

2nd indicator: Note/added entry

0 - No note, no added entry

1 - Note, added entry

2 - Note, no added entry

3 - No note, added entry

Examples:

028 42 \$a BFIB1191 \$b BFI \$q (set)

028 42 \$a BFIB1154 \$b BFI \$q (disc 1)

028 42 \$a BFIB1085 \$b BFI \$q (disc 2)

028 42 \$a 51742 \$b Lionsgate

028 62 \$a SEF2320 \$b Unobstructed View Inc.



Creators (1XX/7XX)

RDA 19.2 Creators

DACS 2.6 Name of Creator(s)

AMIM Appendix A - Part I. Name, Subject, and Genre Heading Access Points



Creators (1XX/7XX) for Collections


Appropriate when all materials have the same personal creator or emanate from a single corporate body.

Additional creators may be added for creators of collections, names of collections, author/title headings, etc.

When repository is the compiler, consider using a title main entry and adding repository name to a 7XX field.

Example:

100 1 \$a Steevens, George, \$d 1736-1800, \$e collector.



Creators (1XX/7XX) for Individual films

Assign a creator to a 1XX when that agent has sole responsibility for creating the work.

Example:

100 1_ \$a Auslender, Leland, \$e filmmaker.

245 10 \$a Venice Beach in the sixties : \$b a celebration of creativity / \$c filmmaker,
Leland Auslender.

This will be relatively rare. Most moving image materials will be collaborative and all creators entered in 7XX fields.



Titles

	RDA	AMIM	DACS
Recording Titles	2.3.1.4. Transcribe a title as it appears on the source of information	1B. The original release title in the country of production	2.3.2. Record formal title according to the appropriate companion standard.
Preferred Source of Information	2.2.2.3. Use the title frame or frames, or title screen or screens OR First applicable source with a formally-presented collective title	0C. The work itself, i.e. main title, beginning and end credits, intertitles, spoken credits OR Leader, containers, accompanying material, unpublished documentation, reference tools, telephone calls	2.3. Wherever it appears in a prominent place.



Devised Titles

	RDA	AMIM	DACS
Recording Devised Titles	<p>2.3.2.11 Devise a brief title that includes one or more of the following:</p> <ul style="list-style-type: none">• Indication of the nature• Indication of the subject• Opening words of a text• Phrase that characterizes the resource• A title based on a related resource	<p>1F. May choose to group works under the title of an associated titled work, a form term, or a descriptive category, such as collection name, production company, genre, etc.</p>	<p>2.3.3 When devising title information, compose a brief title that uniquely identifies the material, normally consisting of:</p> <ul style="list-style-type: none">• a name segment• a term indicating the nature of the unit being described• and optionally a topical segment as instructed in the following rules.



Devised Titles

Examples:

DACS

245 10 \$a Don Gale KSL editorial video collection, \$f 1938-2010

245 00 \$a Lakota John and Kin : \$b slide guitar blues from North Carolina, \$f
2019 August 7 / \$c sponsored by the American Folklife Center.

AMIM

245 00 \$a [Television news programs--clips. \$n No. 6].

245 00 \$a [Theodore Roosevelt, 1905 inaugural ceremony-- speeches].



Publication, distribution, production, etc.

	RDA	AMIM	DACS
Recording publication, distribution, production, etc.	<p>For unpublished manifestations: 2.7 Production Statement</p> <p>For published manifestations: 2.8 Publication Statement 2.9 Distribution Statement 2.10 Manufacture Statement</p>	4. Distribution, Release, Broadcast Area	<p>2.4 Date</p> <p>This element identifies and records the date(s) that pertain to the creation, assembly, accumulation, and/or maintenance and use of the materials being described.</p>



Publication, distribution, production, etc.

Collection Examples:

264_0 \$c [1938-2010]

264_0 \$c [between 1990 and 2000, bulk between 1995 and 1997]

264_0 \$a [Salt Lake City, UT], \$c [1993-2010]

Individual example:

264_1 \$a [United States] : \$a CBS Blu-ray, \$c [2011]

264_2 \$a Chatsworth, CA : \$b distributed by Image Entertainment, Inc., \$c [2011]

264_4 \$c ©2011

260 __ \$a United States : \$b [American Motion Picture Co.], \$c [approximately 1919]



Physical Description

	RDA	AMIM	DACS
300 \$a Extent	3.3.1.3 video cartridge videocassette videodisc videotape reel	5B. Record the number of physical units in hand of each complete or incomplete copy of a film or video by giving the number of units in arabic numerals.	2.5. The quantity and an expression of extent or material type. Extent can be expressed as the items, containers, carriers, or storage space occupied
300 \$b Other physical details	Sound/Color content: 7.18.1.1 LC-PCC PS 7.17.1.3 sound silent color black and white sepia	5C. Give as applicable in this order: projection characteristics sound characteristics color characteristics film projection speed video playing speed	Consult companion standards listed in Appendix B if other details are required.



Physical Description

	RDA	AMIM	DACS
300 \$c Dimensions	<p>LC-PCC PS 3.5.1.4 Record the gauge of videocassettes other than 8mm in inches.</p> <p>Record the diameter of discs in inches.</p>	<p>5D. Give the gauge of film in millimeters.</p> <p>Give the width of videotape in inches or in millimeters.</p> <p>Give the diameter of a videodisc in inches.</p> <p>Give film bases as needed.</p>	<p>Consult companion standards listed in Appendix B if dimensions are required.</p>



Physical Description

Examples:

RDA

300 \$a 1 videodisc (65 min.) : \$b sound, color ; \$c 4 3/4 in.

300 \$a 1 videocassette (23 min.) : \$b sound, color ; \$c 3/4 in.

DACS

300 \$a 125 U-matic videocassettes, 59 Betacam videocassettes, 6 VHS videocassettes, 115 videodiscs.

AMIM

300 \$a 1 film reel of 1 (323 ft.) : ‡b silent, black and white ; ‡c 35 mm

300 \$a 10 film reels of 10 (ca. 105 min., 9,431 ft.) : \$b silent, black and white ; \$c 35 mm. \$3 nitrate pos pic.



33X Fields

336 Content Type:

\$a two-dimensional moving image \$b tdi \$2 rdacontent

\$a three-dimensional moving image \$b tdm \$2 rdacontent

337 Media Type:

\$a projected \$b g \$2 rdamedia

\$a video \$b v \$2 rdamedia



33X Fields

338 Carrier Type:

\$a film cartridge \$b mc \$2 rdacarrier

\$a film cassette \$b mf \$2 rdacarrier

\$a film reel \$b mr \$2 rdacarrier

\$a film roll \$b mo \$2 rdacarrier

\$a other \$b mz \$2 rdacarrier (for motion picture)

\$a video cartridge \$b vc \$2 rdacarrier

\$a videocassette \$b vf \$2 rdacarrier

\$a videodisc \$b vd \$2 rdacarrier

\$a videotape reel \$b vr \$2 rdacarrier

\$a other \$b vz \$2 rdacarrier (for videorecording)



34X Fields

MARC	RDA term	RDA instruction
340 \$a	plastic metal	3.6 Base Material
340 \$b	4 3/4 in. or 12 cm	3.5 Dimensions
340 \$d	burning stamping	3.9 Production Method
340 \$g	color black and white	
344 \$a	digital or analog	3.16.2 Type of Recording
344 \$b	magnetic magneto-optical optical	3.16.3 Recording Medium
344 \$g	mono stereo surround	3.16.8 Configuration of Playback Channels



34X Fields

MARC	RDA term	RDA instruction
344 \$h	LPCM	3.16.9 Special Playback Characteristics
346 \$b	NTSC PAL SECAM HDTV	3.18.3 Broadcast Standard
347 \$a	video file	3.19.2 File Type
347 \$b	DVD video HD-DVD Blu-ray	3.19.3 Encoding Format
347 \$e	region_ all regions	3.19.6 Regional Encoding



34X Fields

340 \$b 4 3/4 in. \$g color

344 \$a digital \$2 rdatr

344 \$b optical \$2 rdarm

344 \$g surround \$2 rdacpc

346 \$b NTSC \$2 rdabs

347 \$a video file \$2 rdaft

347 \$b DVD video

347 \$e region 1 \$2 rdare

340 \$b 4 3/4 in. \$g color

344 \$a digital \$2 rdatr

344 \$b optical \$2 rdarm

344 \$g surround \$g stereo \$2 rdacpc

344 \$h DTS-HD Master Audio \$h Dolby digital 5.1

347 \$a video file \$2 rdaft

347 \$b Blu-ray

347 \$e region A \$e region B \$2 rdare



5XX Notes

500 Include source of title note. May also include a note about who compiled the collection if significant.

500 __ \$a Collective title devised by cataloger.

500 __ \$a Collection title specified by donors in their instrument of gift.

520 LC practice to add summaries to moving image materials (LC-PCC PS 7.10.1.3)

AMIM 7B27 - Give a summary of the content of a work

AMIM C4.5.3 - Scope and contents of collections

DACS 3.1 Scope and content (required)



5XX Notes

505 Useful place for individual item information in the collection.

Add other 5XX notes as necessary or preferred:

506 - Restrictions on access

524 - Preferred citation of described materials note

541 - Immediate source of acquisition

544 - Location of other archival materials

546 - Language

555 - Cumulative index/Finding aids note



5XX Notes

Add other 5XX notes as necessary or preferred (for individual titles):

508 - Creation/production credits note

511 - Participant or performer note

521 - Target audience (film rating)

538 - System details



Subject Headings

H 2230 Visual Materials and Non-Music Sound Recordings

BACKGROUND: This instruction sheet provides special guidelines for the assignment of subject headings to motion pictures, slides, filmstrips, video recordings, and other types of visual materials, as well as to non-music sound recordings. These guidelines are followed in addition to the normal rules for the assignment of subject headings.

GENERAL RULE: Assign headings for all important topics.

Do not use the form subdivision “Pictorial works” for visual materials.

Particular Places: When a topic is discussed in conjunction with a particular place, make, insofar as possible, a subject entry under both the topic and the place.



Subject Headings

Particular People: When a particular person is treated as illustrative of a profession or activity, assign a heading for both the person and the field of endeavor. Do not, as a general rule, treat such materials as biographies.

Special types:

- Fiction films: Assign topical headings with the subdivision –Drama (or, in the case of juvenile fiction films, the subdivision –Juvenile films)
- Foreign language teaching films: Assign the heading [...] language–Films for [...] speakers as the first heading, and bring out any special topics by assigning additional headings.
- Juvenile films: see H 1690
- Films for hearing impaired and for people with disabilities: see H 1913, sec. 1.e.



LC Genre-Form Thesaurus (LCGFT)

OLAC list of LCGFT terms for Moving Images:

https://www.olacinc.org/sites/default/files/Genre-Form-Headings_2018_1.pdf

Best practices document for Moving Images:

<https://www.olacinc.org/sites/default/files/LCGFTbestpractices.pdf>



Other Thesauri

Thesaurus for Graphic Materials

<https://www.loc.gov/pictures/collection/tgm/>

Art and Architecture Thesaurus

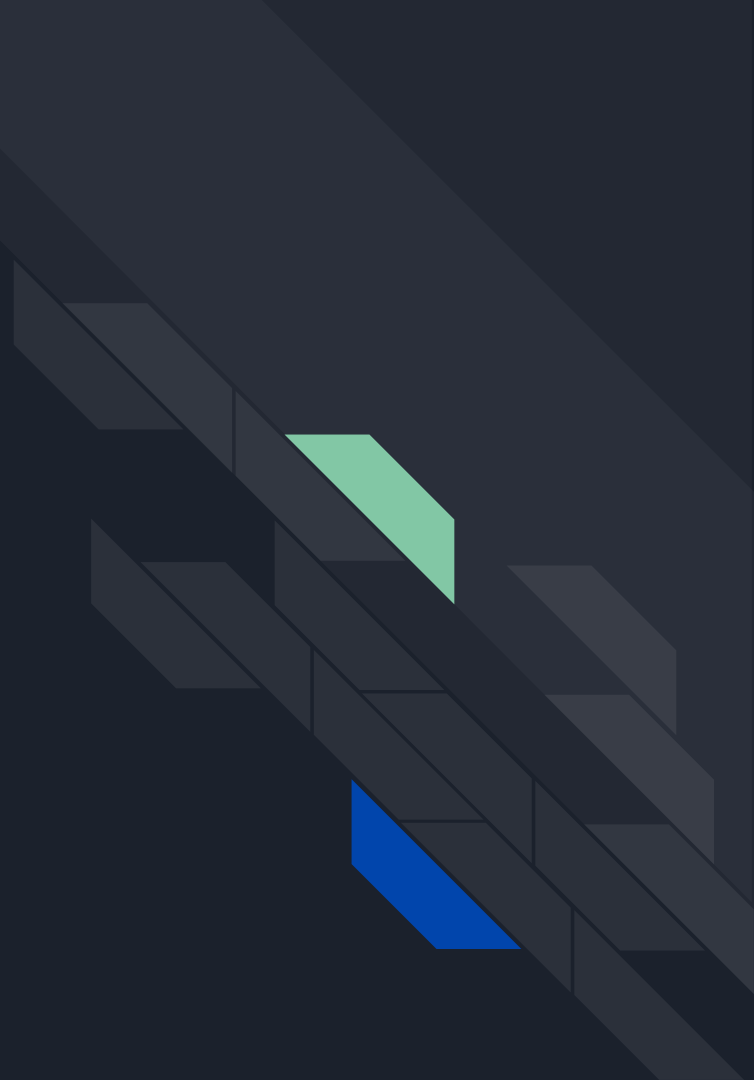
<https://www.getty.edu/research/tools/vocabularies/aat/>

RBMS Controlled Vocabularies

<http://rbms.info/vocabularies/index.shtml>

Cataloging Multi-Format Collections

Allie McCormack





Cataloging Multi-Format Collections

“Collections of materials in two or more forms that are usually related by virtue of having been accumulated by or about a person or body.”

Type: Type of Record

p - Mixed materials

BLvl: Bibliographic Level

c - Collection



Cataloging Multi-Format Collections: Title

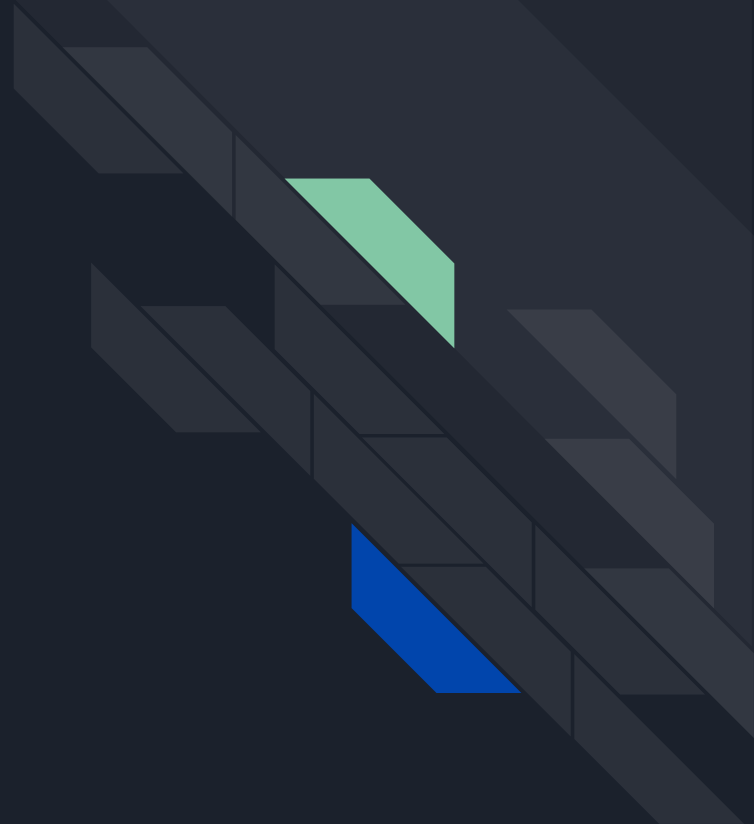
- Most collections won't have formal titles
- Cataloger-supplied titles should be as descriptive as possible
 - DACS 2.3.3 requires a name segment, nature of materials segment, and an optional topical segment
- Examples:
 - Rosemary Williams collection on Utah history, \$f 1887-2013
 - O'Neill family collection, \$f 1942-1981
 - **not** O'Neill family photograph, manuscript, and videocassette collection



Cataloging Multi-Format Collections

- Remember: the 007, 26X, and 300 fields are repeatable!
- Use as many 33X fields as necessary
 - <https://www.loc.gov/standards/valuelist/rdacontent.html>
 - <https://www.loc.gov/standards/valuelist/rdacontent.html>
 - <https://www.loc.gov/standards/valuelist/rdacarrier.html>
- Use the 520 Summary, Etc. field to give a fuller account of the types of materials and their subject/content
- Use as many subject headings and genre/form terms as necessary

Questions?





Thank you!

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